Information Pack

Senior Project Officer CCTV

Your application should be lodged online – City of Rockingham Jobs

Applications must be submitted by Monday, 9 November 2026

In the interests of fairness and equity, late applications WILL NOT BE ACCEPTED

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process. "Refer to Resume" is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Location	Administration Building, Civic Boulevard, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	$111,967 - $119,224 per annum, dependant on skills and experience
Tenure	Temporary, Full Time (3 years)
Hours of Work	An average of 38 hours per week, generally worked Monday to Friday (some weekend work required). The City offers flexible working hours, enabling employees to work a 19-day month (ie 152 hours worked over 19 days, with the 20th day rostered off). Other options may be discussed and agreed with the work area Manager.
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued monthly
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description

Title: Senior Project Officer CCTV

Tenure: Temporary, Full Time (3 years)

Division: Community Development

Level: 7 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small
Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour
Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff
Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation
Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences
Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information
Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'

Position Objectives

- Deliver the City's CCTV Plan and oversee the planning, day-to-day operation, maintenance and continuous improvement of the City's fixed and mobile CCTV infrastructure, including setting and implementing strategic objectives in line with the City's CCTV Plan, that improve the functionality and capability of the system
- Develop, update and promote CCTV policies, procedures and operating practices to ensure operational, legislative and policy compliance
- Oversee CCTV-related projects, contracts, installation and maintenance activities to ensure infrastructure operates efficiently, securely and reliably
- Facilitate effective partnerships with internal and external stakeholders, providing expert CCTV advice and supporting future infrastructure planning. Ensuring that the CCTV system is providing appropriate outcomes to improve safety, whilst also reducing crime and asset damage
- Provide advice internally and externally on CCTV and as an integral part of an overall crime prevention and safety system for our community utilising CPTED principles

Organisational Relationships

Reporting to: Manager Community Safety and Support Services

Responsible for: Nil

Membership of: Community Development Team

Liaison with: Executive team, Managers, City of Rockingham teams, City of Rockingham residents, maintenance contractors, WA Police, business groups

Organisational Chart

Manager Community Safety and Support Services
Senior Project Officer CCTV
Coordinator Community Safety and Support Services
Project Officer Community Transport
CDO (Community Support Services) x
CDO (Community Safety)
CDO (Social Cohesion)
CDO (Diversity and Inclusion)
Community Safety and Support Services Events and Administration Officer
Business Trainee

Key Responsibilities

CCTV operations and management

- Act as the City's main contact point for CCTV related matters, providing and/or sourcing expert technical guidance and support
- Control processes to ensure City staff, contractors and WA Police are trained in the proper use of CCTV infrastructure and software in accordance with City policies and procedures
- Supervise CCTV maintenance contractors to support preventative and reactive maintenance programs for CCTV infrastructure
- Manage the process of upgrades and expansions to the CCTV system, to ensure effective placement and positioning of system assets
- Lead the development, implementation and review of CCTV related policies and operating procedures.
- Control the City's mobile CCTV cameras, working with police and the community to locate them in areas of concern
- Oversee the planning and delivery of CCTV Plan 2025-2035 strategic objectives and initiatives to meet community needs and align with the City's Strategic Community Plan, strategies and policies

System administration

- Cybersecurity –
  - Work with Business and ICT Support teams to ensure that system is secure at all times
  - Keep up to date with cybersecurity threats which relate to CCTV systems
  - Monitor vendor security alerts and remediate within recommended timeframes
  - Fix any issues identified in security audits, making changes to internal procedures to reduce risk and increase compliance

- Manage the CCTV software platform; to minimise downtime and ensure system is working effectively at all times. This includes but is not limited to –
  - User access control including security permissions and conduct regular audits of access to CCTV system to ensure policies and procedures are being followed
  - Configuration of system alerts e.g. offline alerts and maintenance issues
  - Conduct daily system checks of camera views and software system

Partnerships and Collaboration

- Develop and maintain positive working relationships with WA Police for CCTV related matters, including responsibilities under the City's MOU
- Develop and maintain sound professional relationships with all stakeholders, business, community and compliance authorities to ensure that the CCTV system is providing appropriate outcomes to improve safety, whilst also reducing crime and asset damage
- Provide CCTV advice, information and reports to internal and external stakeholders, including Council Reports, Bulletins, working group reports and other CCTV related reports
- Assist in the development and delivery of new CCTV infrastructure project plans for identified projects
- Represent the City at meetings, workshops, presentations, forums and CCTV related committees
- Seek, apply for and deliver acquittals of external funding opportunities for priority CCTV expansion projects

CCTV incident management

- Be the contact point for all CCTV related enquiries, CRM's, complaints and correspondence, investigating them and responding within required time frames
- Ensure footage is saved according to policies for authorised internal requests
- Liaise with WA Police on recorded incidents, requests for footage, crime statistics, crime hotspots and other relevant areas to ensure that CCTV is an effective tool to assist Police priorities

Projects and Planning

- Contribute to research and planning to address changing community safety needs
- Prepare and review CCTV contract documentation, technical specifications and quotation/tender information, including assessing and evaluating submissions
- Work with contractors to ensure device firmware upgrades are completed in a timely manner
- Contribute to the development of the annual team plan for CCTV and manage related expenditure in line with procurement policies
- Identify and recommend opportunities and new technology to improve CCTV infrastructure and systems, including monitoring legislative changes that may require updates to policies or procedures

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service and customer service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- Demonstrate a commitment to WHS and the assessment/management of safety risk that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Perform other duties as directed when appropriate to the scope and level of this position

Requirements of the Job

Skills/Knowledge and Experience

Essential

- Demonstrated knowledge of the technical operation and maintenance of CCTV infrastructure and systems
- Ability to work autonomously and self-prioritise work related tasks to achieve them in a timely and efficient manner
- Strong skills in decision making, negotiation, facilitation and problem solving
- Excellent verbal, interpersonal and written communication skills, including report writing, policy and procedure development
- Demonstrated experience in project management with a particular focus on CCTV projects
- Sound knowledge of crime prevention through environmental design principles
- Detailed knowledge of relevant industry standards, regulations and best practices
- Strong experience in developing and maintaining positive stakeholder relationships
- Demonstrated experience in overseeing the management of service agreements and contracts with external stakeholders

Desirable

- Working knowledge of information technology networks
- Ability to develop procedural documents
- Understanding of networking topologies and terminology
- Understanding of cabling standards for CCTV equipment
- Understanding of asset management renewal as it relates to CCTV and associated supporting infrastructure
- Current working knowledge about industry cybersecurity threats, particularly as it relates to CCTV systems and remote access
- High level of computer literacy (Microsoft office suite)
- Sound knowledge of industry contacts and networks

Qualifications, Certifications and Licences

Essential

- Experience and/or qualifications in public safety and security
- Project management qualifications and/or extensive project management experience
- Contract management qualification and/or extensive contract management experience
- Relevant qualifications in information systems and video surveillance technology
- Current ‘C’ Class Driver’s Licence
- National Police Clearance

Desired

- Security Installer and Security Consultant Licences (Class 2)
- Experience in a similar role

Scope of Position

The Senior Project Officer CCTV:

- Works under limited direction of the Manager Community Safety and Support Services
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises significant initiative and/or judgement in the management of CCTV related projects

Financial Authority

This position has delegation to authorise the purchase of goods and services on behalf of the City.

Certification

Approved by	Manager Community Safety and Support Services	**Date reviewed**	September 2026

Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume **(Required)**	This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job. You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies. It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.
Selection Criteria (Required)	The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your application. **If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.**
Covering Letter (Required)	You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.
Referees	Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager. Provide names, work addresses and contact telephone numbers of referees. Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.
Qualifications, Certificates, References, etc.	Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application. If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification. Some positions require you to have a current Working With Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.
If you have any queries	Please contact a member of the Human Resource Development Team. jobs@rockingham.wa.gov.au or by calling 08 9528 0333.